

EFFECTIVE

October 1, 2020.

Subject(s)

1. Application procedures.
2. Group composition.
3. Assets.
4. Miscellaneous.
5. Low Income Home Energy Assistance Program (LIHEAP) income limits, annual update.

**1) Application
Procedures**

ERM 103

An interview is not required to process a SER application or service request. In instances where changes are reported or there are discrepancies that must be resolved, the specialist may choose to complete an interview in order to process the application or to update the case record.

Reason: Policy change.

ERM 204

Removed references to energy services for required payments.

Good cause will be given for energy-related service requests since the required payment for energy services for the 6 months prior to the month of application is \$0.

Reason: Policy change.

ERM 208

Removed references to asset and shortfall copayments for energy related services as they will no longer be calculated. Removed policy that MEAP can assist with asset and shortfall copayments for energy related services

Reason: Policy change.

ERM 301

The required payment amount for both heat and non-heat electricity is \$0, therefore Good Cause is granted for each energy-related service request. A SER group is not required to make payments in

the 6 months prior to the SER application or energy-related service request in order to be eligible for energy assistance.

Changed instructions on entering required payments for energy services.

Reason: Policy change.

ERM 303

Relocation services payments changing from per issuance maximum to fiscal year cap limit.

Reason: Policy change.

2) Group Composition

ERM 201

SER payments for relocation services will only be applied to the adult members of the SER group.

Reason: Policy update.

3) Assets

ERM 205, 306

Non-cash asset limit increased to \$15,000

Reason: MDHHS executive directive.

4) Miscellaneous

ERM 100

Removed energy related required payments. Changed title to relocation table to reflect change to fiscal year cap payments.

Reason: Policy change.

ERM 102

Removed Specialized Action Center phone number as it is no longer in service.

Reason: Policy update.

ERM 401

The DHS-849 reconciliation process will now be done by reviewing the documentation in Bridges.

Reason: Policy change.

The following items had minor gramatical corrections:

- ERM 207, Housing Affordability.

5) LIHEAP Annual Update

ERM 100, 208

State Emergency Relief (SER) Low Income Home Energy

Family Size	150% Federal Poverty Level/Month
1	\$1595
2	\$2155
3	\$2715
4	\$3275
5	\$3835
6	\$4395
7	\$4955
8	\$5515
For each additional group member add \$560	

Reason: Yearly update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ERM 100](#)
[ERM 102](#)
[ERM 103](#)
[ERM 201](#)
[ERM 204](#)
[ERM 205](#)
[ERM 207](#)
[ERM 208](#)
[ERM 301](#)
[ERM 303](#)
[ERM 306](#)
[ERM 401](#)